Officer, General Services Administration (CAI), 1800 F Street, NW., Washington, DC 20405. Requesters may FAX requests to (202) 501–2727, or submit a request by e-mail to gsa.foi@gsa.gov. For records located in the Office of Inspector General, the requester must submit a request to the FOIA Officer, Office of Inspector General, General Services Administration, 1800 F Street NW., Room 5324, Washington, DC 20405. For records located in the GSA regional offices, the requester must submit a request to the FOIA Officer for the relevant region, at the address listed in §105–60.303(a). Requests should include the words ''Freedom of Information Act Request'' prominently marked on both the face of the request letter and the envelope. The 20-workday time limit for agency decisions set forth in §105–60.402–2 begins with receipt of a request in the office of the official identified in this section, unless the provisions under §§105–60.305–8 and 105–60.305–12(d) apply. Failure to include the words ''Freedom of Information Act Request'' or to submit a request to the official identified in this section will result in processing delays. A requester with questions concerning a FOIA request should contact the GSA FOIA Office, General Services Administration (CAI), 1800 F Street, NW., Washington, DC 20405, (202) 501–2691.

[62 FR 64741, Dec. 9, 1997]

§ 105–60.402–2   Response to initial requests.

GSA will respond to an initial FOIA request that reasonably describes requested records, including a fee waiver request, within 20 workdays (that is, excluding Saturdays, Sundays, and legal holidays) after receipt of a request by the office of the appropriate official specified in §105–60.402–1. This letter will provide the agency's decision with respect to disclosure or nondisclosure of the requested records, or, if appropriate, a decision on a request for a fee waiver. If the records to be disclosed are not provided with the initial letter, the records will be sent as soon as possible thereafter. In unusual circumstances, as described in §105–60.404, GSA will inform the requester of the agency's need to take an extension of time, not to exceed an additional 10 workdays.

[62 FR 64741, Dec. 9, 1997]

§ 105–60.403   Appeal within GSA.

(a) A requester who receives a denial of a request, in whole or in part, or a denial of a fee waiver request, may appeal that decision within GSA. A requester may also appeal the adequacy of the search if GSA determines that it has searched for but has no requested records. The requester must send the appeal to the GSA FOIA Officer, General Services Administration (CAI), 1800 F Street NW., Washington, DC 20405, regardless of whether the denial being appealed was made in the Central Office or in a regional office. For denials that originate in the Office of Inspector General, the requester must send the appeal to the Inspector General, General Services Administration, 1800 F Street NW., Washington, DC 20405.

(b) The GSA FOIA Officer must receive an appeal no later than 120 calendar days after receipt by the requester of the initial denial of access or fee waiver.

(c) An appeal must be in writing, include a brief statement of the reasons the requester thinks GSA should release the records, and enclose copies of the initial request and denial.

The appeal letter must include the words ''Freedom of Information Act Appeal'' on both the face of the appeal letter and on the envelope. Failure to follow these procedures will delay processing of the appeal. GSA has 20 workdays after receipt of a proper appeal to issue a determination of the appeal. The 20-workday time limit shall not begin until the GSA FOIA Officer receives the appeal. As noted in §105–60.404, the GSA FOIA Officer may extend this time limit in unusual circumstances.

(d) A requester who receives a denial of an appeal, or who has not received a response to an appeal or initial request within the statutory timeframe may seek judicial review in the United States District Court in the district in which the requester resides or has a principal place of business, or where the records are situated, or in the